

# STATE OF MONTANA

## JOB DESCRIPTION

*Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title:** Program Specialist/Technical Assistant

**Position Number:** 37218

**Location:** Helena

**Department:** DPHHS

**Division and Bureau:** Director's Office

**Section and Unit:** Montana Children's Trust Fund, Prevention Resource Center

**Job Overview:** The Montana Legislature created the Children's Trust Fund (CTF) to reduce and ultimately eliminate maltreatment of Montana children. The trust fund provides financial support to local programs across the state to prevent child abuse and neglect and strengthen families.

The program specialist is responsible for planning and carrying out education and coalition-building activities, for developing partnerships across the state, and for educating the public on current issues that affect Montana's children and families specific to child abuse and neglect.

### **Major Duties or Responsibilities:**

- A. Grant Management Support 50%
  - Assists with grant reporting by summarizing and condensing information into templates.
  - Creates visuals that demonstrate the effectiveness of grant fund dollars and CTF prevention work.
  - Assists with documenting CTF activities such as correspondence, spreadsheets, and reports.
  - Coordinates the CTF board meetings by arranging location, presentation media, and other required resources.
  - Maintains filing system.
  - Research and compile grant funding sources. After approval of likely candidates by supervisor, researches and gathers specific information necessary to apply for grants at the direction of the supervisor.
  - Assist the supervisor in writing grants by developing charts and graphs and reviewing final product for clarity and making suggestions for improvement.
  
- B. Public Relations 25%
  - Develops, coordinates, and conducts education and relationship-building activities with local organizations across the state including the Best Beginnings Coalitions, businesses, media and other stakeholder groups.

- Develops partnerships with community-based organizations and grantees to educate the public regarding the prevention of child abuse and neglect.

#### C. Education and Public Outreach

25%

- Performs education and awareness outreach activities using social media, press releases, public service announcements, etc.
- Promotes public awareness of the importance of early childhood education for zero to five-year-olds across Montana.
- Promotes public awareness of campaigns such as “Not Even for a Minute Campaign” (campaign to raise awareness with parents and caregivers to never leave children alone or unattended around vehicles) by communicating with stakeholders, creating public service announcements, and disseminating educational materials such as posters and fliers.
- Coordinates the “Pinwheels for Prevention” and other Child Abuse Prevention Month activities.

**Physical and Environmental Demands:** Up to 50% travel, including some over night travel (with advance notice) is required.

Required for the first day of work:

- Excellent written and oral communication skills, including public speaking.
- Ability to plan and organize activities to maximize efficiency.
- Ability to work independently or as part of a team.
- Ability to operate a personal computer and general office equipment as necessary to complete essential functions, including using spreadsheets, word processing, data bases, email and the internet.
- Ability to build and maintain professional relationships.
- Knowledge of evidence-based child abuse prevention and strengthening families programs preferred.
- Knowledge of Essentials for Childhood and Strengthening Families Protective Factors frameworks preferred.

#### **Minimum Qualifications (Education and Experience):**

- Bachelor’s degree in communications, social work, public health or closely related field.
- One year of experience in public relations, education, journalism, or program/technical assistant support.

**Applicant Pool Statement:** If another department vacancy occurs in this job title within six months, the same applicant pool may be used for the selection. **Training Assignment:** This agency may use a training assignment. Employees in training assignments may be paid below the base pay established by the agency pay rules. Conditions of the training assignment will be stated in writing at the time of hire.

**Job:** Community/Social Services

**Salary:** \$ 15.92 - 19.90 Hourly **Benefits Package Eligibility:** Health Insurance, Paid Leave & Holidays, Retirement Plan

**Number of Openings:** 1 **Employee Status:** Temporary **Schedule:** Part-Time

**Shift:** Day Job **Travel:** Yes, 50 % of the Time

**Primary Location:** Helena **Other Locations:** **Agency:** Department of Public Health & Human Services **Union:** Montana Education Association and Montana Federation of Teachers (MEA-MFT) **Bargaining Unit:** 061 - MEA-MFT-DPHHS-Central Off

**Posting Date:** Jul 22, 2015

**Closing Date (based on your computer's timezone):** Aug 5, 2015

**Required Application Materials:** None

**Contact Name:** Department of Public Health & Human Services

**Contact Email:** hhshumanresources@mt.gov | **Contact Phone:** 406-444-3136

**The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.**